

CHANGE**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

1100.2C CHG 10

7/3/90

SUBJ: ORGANIZATION — FAA HEADQUARTERS

1. **PURPOSE.** This change withdraws Chapter 92, Air Traffic Operations Service, and transmits a new Chapter 96, Air Traffic Rules and Procedures Service, and Chapter 97, Office of Air Traffic System Management.

2. **EXPLANATION OF CHANGES.** The air traffic organization must be proactive and flexible to meet changing demands on its work force and the air traffic control system. To better meet these demands and to be more responsive to civil and military users, added attention is required to maintain the performance and daily operations of the air traffic control system. Responsibility for management and analysis of the air traffic operational programs impacting the air traffic system on a daily basis and responsibility for air traffic rules, airspace, and procedural functions are realigned as follows:

a. The Air Traffic Operations Service (ATO) is abolished.

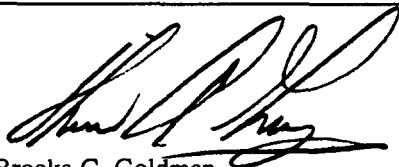
b. An Air Traffic Rules and Procedures Service (ATP) is established encompassing the air traffic rules, airspace, and procedures functions previously assigned to the Air Traffic Operations Service.

c. The Office of Air Traffic System Management (ATM) is established. The new office will manage and analyze day-to-day operational programs (civil and military), traffic management, airspace system and capacity programs, and aeronautical information services. These functions were previously performed by the Air Traffic Operations Service.

3. **DISPOSITION OF TRANSMITTAL.** After filing the revised pages, this change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
xxi	2/22/89	xxi and xxii	7/3/90
xxii	5/29/89		
1-1 and 1-2	2/22/90	1-1 and 1-2	7/3/90
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7/3/90

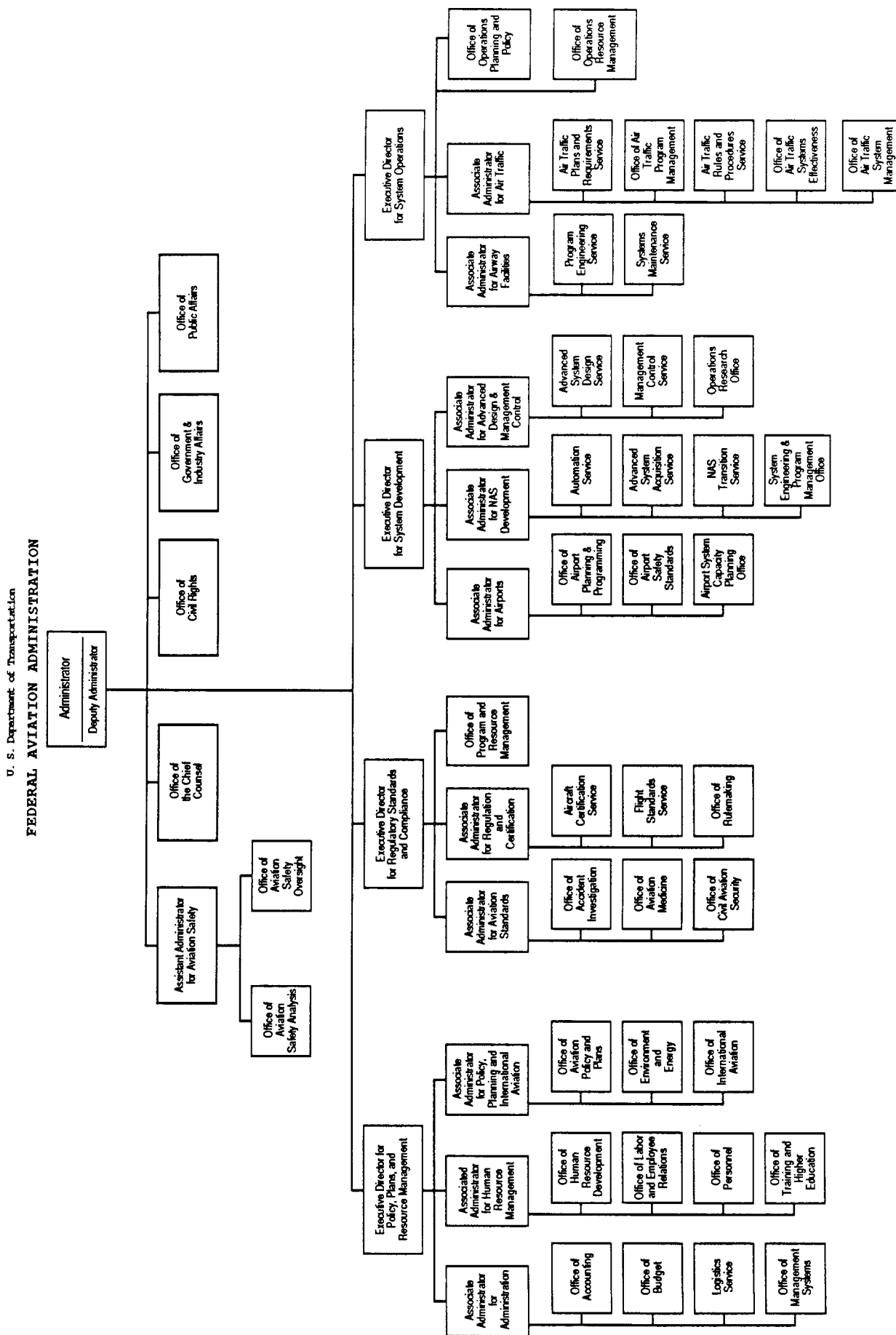
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CHAPTER 1. GENERAL

FIGURE 1-1. FAA HEADQUARTERS ORGANIZATION



CHAPTER 91. ASSOCIATE ADMINISTRATOR FOR AIR TRAFFIC

91-1. MISSION. The Associate Administrator for Air Traffic advises and assists the Executive Director for System Operations and the Administrator in directing, coordinating, controlling, and ensuring the safe and efficient utilization of the national airspace.

91-2. ORGANIZATIONAL STRUCTURE. The organizational structure for the Associate Administrator for Air Traffic is shown in figure 1-1. The Associate Administrator for Air Traffic exercises executive direction over the:

- a. Withdrawn—CHG 10.
- b. Air Traffic Plans and Requirements Service.
- c. Office of Air Traffic System Effectiveness.
- d. Office of Air Traffic Program Management.
- e. Air Traffic Rules and Procedures Service.
- f. Office of Air Traffic System Management.
- g. Regional Air Traffic Divisions.

91-3. FUNCTIONS. The Associate Administrator for Air Traffic:

- a. Provides for the management of civil and military air traffic in the navigable airspace by developing and recommending national policies and establishing national programs, regulations, standards, and procedures for management of the airspace, operation of air navigation and communications systems and facilities, separation and control of, and flight assistance to, air traffic.
- b. Provides for the security control of air traffic to meet the national defense requirements.
- c. Operates the FAA national and international flight information and cartographic programs.
- d. Develops and coordinates U.S. policies, standards, and procedures related to international air traffic.
- e. Develops and implements procedures related to operational telecommunications services based on agency policy, standards, and guidelines.
- f. Exercises operational control and technical direction of the air traffic control system and exercises line authority for day-to-day operations of the system.

91-4. AUTHORITY. With respect to all matters within the associate administrator's sphere of responsibility, the Associate Administrator for Air Traffic is authorized to:

- a. Take action and issue orders in the name of the Executive Director for System Operations, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

- b. Represent the Executive Director for System Operations.

- c. Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the associate administrator's executive direction.

91-5. SPECIAL DELEGATIONS. The Associate Administrator for Air Traffic has authority, with power of redelegation (except where limited by agency order or regulation), to:

- a. Sign on behalf of the Administrator, FAA Form 7000-1, Part A, "Authorization to Flight Deck," and Part B, "Certificate of Entitlement to Access to Aircraft or Free Transportation."

- b. Issue, subject to the approval of the Chief Counsel as to its form and legality, notices of proposed rule-making and to make, issue, amend, and revoke rules, regulations, and order under Section 307(a) of the Federal Aviation Act of 1958, as amended, pertaining to the use of the navigable airspace.

- c. Grant authorization for operation of an aircraft in the District of Columbia Prohibited Area (P-56), P-40 Thurmont, Maryland, and P-73 Mount Vernon, Virginia.

- d. Act for the Administrator with regard to authorizations provided for under FAR Part 91 (sections 91.70(a) and 91.119).

- e. Issue, subject to the approval of the Chief Counsel as to its form and legality, notices of proposed rule-making and amendments to Parts 65 (Subpart B), 71, 73, 75, 91 (Subpart B, except section 91.116), 93, 99, 101, 103 (Subpart B, except sections 103.9 and 103.15), 105 (except sections 105.11, 105.13, 105.15, 105.33, 105.35, 105.37, and Subpart C), 157, and 189 of the Federal Aviation Regulations (FAR); grant or deny requests to extend the time specified in the notice for the submission of data, views, or arguments in response thereto.

- f. Grant or deny petition for exemption from the requirements of any rule or regulation pertaining to FAR Parts 65 (Subpart B), 71, 73, 75, 91, (Subpart B, except sections 91.116), 93, 99, 101, 103 (Subpart B, except sections 103.9 and 103.15), 105 (except sections 105.11, 105.13, 105.15, 105.33, 105.35, 105.37, and Subpart C), 157, and 189 of the Federal Aviation Regulations, subject

to the approval of the Chief Counsel as to form and legality.

g. Issue a determination as to whether a proposed construction would be a hazard to air navigation based on an aeronautical study received from a regional air traffic division.

h. Act as the agency focal point for communications with the Federal Communications Commission on matters relating to antenna tower construction and/or hazards and antenna farm areas.

i. Decide upon a petition initiated under section 77.37(a), whether a determination issued under section 77.19 or section 77.35 or a revision or an extension of the determination under section 77.37(c) should be reviewed, and also to decide the procedural basis upon which the review will be made; and affirm, revise, or reverse such a determination. Where a petition under section 77.37(a) precipitates a policy determination which the

associate administrator or the Chief Counsel concludes is of such controversial nature that the matter should be considered by the Administrator, the associate administrator will refer the petition, together with his recommendations and those of the Chief Counsel, to the Administrator for action.

91-6. SPECIAL RELATIONS. The Associate Administrator for Air Traffic has line authority for operational control over the air traffic control system. Included are all matters pertaining to traffic management, air traffic staffing, financial resources, standards and procedures, airspace management, system evaluation, and policy direction to assure standardization and uniformity throughout the system. Regional administrators are responsible for providing administrative support to the regional air traffic divisions.

91-7. to 91-9. RESERVED.

91-10. Withdrawn—CHG 8.

CHAPTER 96. AIR TRAFFIC RULES AND PROCEDURES SERVICE

AIR TRAFFIC RULES AND PROCEDURES SERVICE

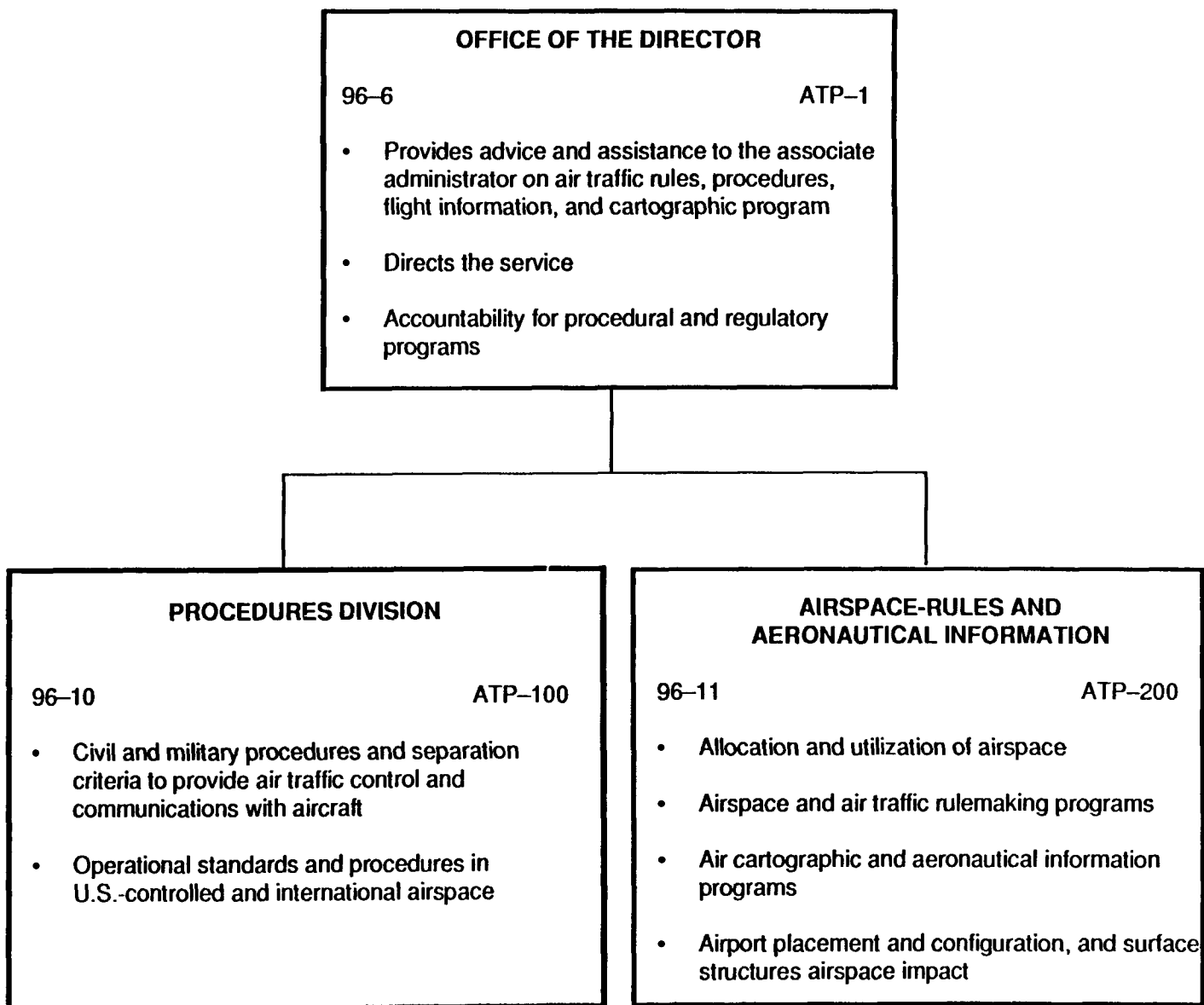


FIGURE 96-1. FUNCTIONAL ORGANIZATION CHART

CHAPTER 96. AIR TRAFFIC RULES AND PROCEDURES SERVICE

96-1. MISSION. The Air Traffic Rules and Procedures Service advises and assists the Associate Administrator for Air Traffic in policy formulation and establishment of national and international air traffic programs, regulations, standards and procedures related to air traffic control, flight information and air cartographic programs.

96-2. FUNCTIONAL ORGANIZATION. The functional organization of the Air Traffic Rules and Procedures Service is shown in figure 96-1.

96-3. FUNCTIONS. The Air Traffic Rules and Procedures Service:

a. Is the principal staff element of FAA with respect to:

(1) Air traffic control regulations and procedures for civil and military air traffic.

(2) Air traffic control procedural and regulatory matters related to domestic and international civil aviation.

(3) Procedures for flight assistance to aircraft.

(4) National and international flight information programs and air cartographic programs.

(5) Designation of the utilization of the navigable airspace.

96-4. SPECIAL DELEGATIONS. The Director, Air Traffic Rules and Procedures Service, is delegated authority to:

a. Issue, subject to the approval of the Office of the Chief Counsel as to its form and legality, notices of proposed rulemaking and to make, issue, amend, and revoke rules, regulations, and orders under Section 307(a) of the Federal Aviation Act of 1958, as amended, pertaining to the use of the navigable airspace.

b. Act for the Administrator with regard to authorizations provided for under FAR Part 91 (sections 91.70(a) and 91.119).

c. Issue, subject to the approval of the Office of Chief Counsel as to its form and legality, notices of proposed rulemaking pertaining to FAR Parts 65 (Subpart B), 71, 73, 75, 91 (Subpart B, except section 91.116), 93, 99, 101, 103 (Subpart B, except sections 103.9 and 103.15), 105 (except sections 105.11, 105.13, 105.15, 105.33, 105.35, 105.37, and Subpart C), 157, and 189 of the Federal Aviation Regulations; grant or deny requests to extend the time specified in the notice for the submission of data, view, or arguments in response thereto.

d. Grant or deny petition for exemption from the requirements of any rule or regulation pertaining to FAR Parts 65 (Subpart B), 71, 73, 75, 91, (Subpart B, except section 91.116), 93, 99, 101, 103 (Subpart B, except sections 103.9 and 103.15), 105 except sections 105.11, 105.13, 105.15, 105.33, 105.37, and Subpart C, 157, and 189 of the Federal Aviation Regulations, subject to the Office of the Chief Counsel as to form and legality.

e. Issue a determination as to whether a proposed construction would be a hazard to air navigation based on an aeronautical study received from a regional air traffic division.

f. Act as the agency focal point for communications with the Federal Communications Commission on matters relating to antenna tower construction and/or hazards and antenna farm areas.

g. Decide upon a petition initiated under section 77.37(a), whether a determination issued under section 77.19 or section 77.35 or a revision or an extension of the determination under section 77.37(c) should be reviewed, and also to decide the procedural basis upon which the review will be made; and affirm, revise, or reverse such a determination. Where a petition under section 77.37(a) precipitates a policy determination which the Director or Chief Counsel concludes is of such controversial nature that the matter should be considered by the Administrator, the Director will refer the petition together with recommendations and those of the Chief Counsel to the Administrator for action.

96-5. SPECIAL RELATIONS. The Air Traffic Rules and Procedures Service shall:

a. Coordinate with the Office of International Aviation on air traffic matters concerning procedural and regulatory international civil aviation.

b. Recognize the joint interest of the Flight Standards Service in performance of user equipment, airspace standards and criteria, and flight and airmen information.

c. Coordinate with the Office of the Chief Counsel with respect to:

(1) Rulemaking functions, those functions relating to determinations of hazard or no hazard to air navigation and other matters having legal implications.

(2) The form and legality of regulatory documents, directives, and significant correspondence pertaining thereto.

(3) The proper legal procedure for conduct of hearings or significant conferences.

d. Work with the Office of the Chief Counsel in conducting a periodic review of regional airspace rulemaking issuances for the purpose of maintaining uniformity of FAA policies and criteria.

e. Coordinate with the Office of Rulemaking with respect to:

(1) The scheduling and prioritizing of regulatory projects.

(2) The review of regulatory documents for consistency with FAA rulemaking format, procedures, and programs.

96-6. OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Air Traffic, the Director, Air Traffic Rules and Procedures Service:

a. Provides assistance to the Administrator and other key officials of the agency on matters pertaining to air traffic rules, and procedures.

b. Advises and assists the Administrator by providing justifications in support of budget estimates, the administration of executive decisions, the development and maintenance of productive relationships with the public, the aviation community and other Government agencies.

c. Provides leadership and direction in the planning, management, and control of service activities.

d. Provides for the development and coordination, and is accountable to the associate administrator for the adequacy of FAA:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, and standards.

(3) Program plans issued by or on behalf of the Administrator.

e. Provides for effective evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

96-7. thru 96-9. RESERVED.

96-10. PROCEDURES DIVISION. The Procedures Division is responsible for ATC procedures for control of, communication with, and flight assistance to aircraft in the navigable airspace. The division:

a. Develops and approves policies and issues procedures, criteria, separation standards, and interpretations thereof, as may be required to provide air traffic control

and communications services to domestic and international air traffic services.

b. Serves as the focal point within the agency for reviewing and evaluating user requirements concerning air traffic procedures, criteria, and operating instructions, and for the coordination of such items with the appropriate office, both within and outside the agency, including international.

c. Develops and recommends policy and procedures associated with the provision of air traffic services within domestic airspace and those portions of international airspace for which the United States has been assigned and has accepted responsibility.

d. Serves as air traffic focal point for coordination of international matters affecting the assigned responsibilities of air traffic with ICAO, the IGIA member agencies, industry, and foreign governments.

e. Serves as the service focal point for procedural matters related to international aeronautical satellite systems and their application in support of the air traffic services overseas.

f. Develops national standards and procedures for the administration of environmental guidelines and orders as they apply to air traffic procedures in the navigable airspace.

g. Serves as service focal point for communications policies and procedures.

h. Determines the adequacy of existing procedures or develops new procedures with respect to new automated systems.

96-11. AIRSPACE-RULES AND AERONAUTICAL INFORMATION DIVISION. The Airspace Rules and Aeronautical Division is responsible for rules and regulations governing allocation and utilization of the navigable airspace, operation of aircraft in navigable airspace, determination of effect on airspace utilization of proposed structures, and airport placement/configurations; and development and oversight of the U.S. air cartographic and aeronautical information programs. The division:

a. Develops and recommends the airspace program and policies and issues notices of proposed rulemaking (NPRM) and final rules, when necessary, to designate special use airspace, airways, routes, and terminal areas within the United States and its possessions; develops and recommends policy and issues procedures for the initiation, analysis, and administrative disposition of requests for allocation of airspace associated with airways, routes, airports, associated terminal areas.

b. Develops and recommends policy and formulates agency position from the standpoint of efficient airspace

utilization with respect to the establishment or alteration of civil and military airports; develops and recommends policy and standards for the conduct of aeronautical studies on the use of airspace by aircraft involving civil and military airports, including such studies relating to requests for new or modified airports, and issues notices of proposed rulemaking and final rules on Notice of Construction, Alteration or Deactivation of Airports.

c. Develops and recommends notices of proposed rulemaking and final rules and regulations concerning proposed structures that may constitute a hazard to air commerce; develops and recommends agency policies dealing with the effect of construction or alteration of structures on air navigation; evaluates regional office reports of aeronautical studies of proposed structures; makes, issues, and publishes determinations of whether proposed structures would be a hazard to air navigation; acts on petition submitted under FAR 77.37 to revise, affirm, or reverse regional determinations; develops and recommends policies concerning the agency's obstruction marking and lighting standards.

d. Maintains appropriate documentation of data relating to regulatory airspace. Monitors and effects publication and distribution of amendments to parts of the Federal Aviation Regulations assigned to air traffic. Analyzes current airspace problems through the media of cartographic and pictorial displays.

e. Develops and recommends, in accordance with established legal procedure, NPRM's and final rules, and regulatory documents, exemptions (or denial of exemptions), authorizations, policies, and interpretations as may be necessary to regulate the operation of aircraft and other vehicles in the navigable airspace; regulate the operation of aircraft to ensure their prompt identification during flight to support the requirements of national defense; regulate parachute jumping, the certification of air traffic control specialists, and use of the FAA communications system.

f. Determines the need for hearings or informal meetings on matters concerning the allocation and utilization of airspace, proposed construction of objects, and air traffic rules.

g. Provides technical advice to other services or offices, other Government agencies, and industry regarding air traffic regulations.

h. Serves as the focal point within the agency for reviewing and evaluating user requirements concerning airspace and regulatory matters, and for the coordination of such items with the appropriate offices, both within and outside the agency.

i. Develops in collaboration with other agencies concerned, and in coordination with appropriate offices and services, proposed United States position for international meetings and conferences of civil aviation organizations dealing with air traffic rules, airspace, air cartographic, and aeronautical information matters.

j. Develops, directs, and recommends national policy and criteria for the air cartographic program. Serves as agency focal point for cartographic sciences; provides technical expertise, design, and advisory services. Assures system capability and develops standards for all digital position and elevation data.

k. Programs, budgets, directs, and controls the production of U.S. air cartographic material produced by the National Ocean Service via agreements with that agency under the provisions of Section 307(b)(3) of the Federal Aviation Act of 1958, as amended.

l. Establishes the U.S. position for the standardization of international aeronautical charts and flight information products via the International Civil Aviation Organization (ICAO).

m. Reviews for consistency and arranges for the publication of air traffic handbooks prescribing national standards, programs, and implementing instructions for air traffic control and communications.

n. Publishes aeronautical information concerning the United States and its territories as well as areas in which air traffic control, services are provided for domestic and international use including government and commercial production of aeronautical charts.

I CHAPTER 97. OFFICE OF AIR TRAFFIC SYSTEM MANAGEMENT

97-1. MISSION. The Office of Air Traffic System Management advises and assists the Associate Administrator for Air Traffic in the formulation of policy in developing, managing, and analyzing day-to-day operational programs related to traffic management, airspace, capacity, aeronautical services, and security control of air traffic.

97-2. FUNCTIONAL ORGANIZATION. No formal subdivision of the office is prescribed.

97-3. FUNCTIONS. The Office of Air Traffic System Management:

- a. Is the principal staff element of FAA for:
 - (1) Allocation and utilization of navigable airspace.
 - (2) Air traffic control services to civil and military air traffic.
 - (3) Operation of air traffic control and flight assistance to aircraft.
 - (4) Air traffic control operational matters related to domestic and international civil aviation.
 - (5) Analysis of system conditions including weather trends and forecasts.
 - (6) The determination and approval of operational enhancements for new and updated software programs used in the operational environment under the provisions of air traffic control services. This includes reviewing, prioritizing, and verifying functional changes proposed for these systems prior to submission to the air traffic or other appropriate configuration control board.
- b. Maintains liaison with and provides assistance to the military commands to ensure the most efficient use of airspace by the military in peace time and during periods of emergency. Is the principal interface for all military operational and airspace matters between FAA and DOD.
- c. Administers and operates a 24-hour Air Traffic Control System Command Center (ATCSCC) which has line authority for operational control of the air traffic control system and fulfills its mission by minimizing traffic delays and ensures efficient use of airspace throughout the National Airspace System.
- d. Reviews and approves resolution/closeout of operational errors or deviations.
- e. Monitors the management and conducts oversight of the utilization of special use airspace to improve system efficiency.

f. Develops requirements for and in a coordination process reviews air traffic procedures.

g. Recommends adjustments to field resources based on identified operational problem areas.

h. Serves as the air traffic focal point for all major national airspace plans involving permanent changes to traffic flows, airspace realignment, and boundary changes.

i. Manages the agency's program providing for an aeronautical information service to collect, collate, and validate aeronautical information concerning the United States and its territories as well as areas in which air traffic control are provided for domestic and international use.

j. Serves as the primary air traffic liaison for the drug interdiction program.

97-4. SPECIAL DELEGATIONS. The Director of Air Traffic System Management has the authority to:

- a. Grant authorization for operation of aircraft in the District of Columbia Prohibited Area (P-56), P-40 Thurmont, Maryland, and P-73 Mount Vernon, Virginia.
- b. Issue flight restrictions in proximity to the Presidential and other parties pursuant to FAR Part 91 (section 91.104).
- c. Identify and refer problem areas to the appropriate air traffic organizational element in the Washington headquarters or in the regions.

97-5. SPECIAL RELATIONS. The Office of Air Traffic System Management shall:

- a. Coordinate with the Office of International Aviation on operational matters concerning international civil aviation.
- b. Recognize the joint interest of the Flight Standards Service in performance of user equipment, airspace standards and criteria, and flight and airmen information; and recognize the joint interest of the Office of Airport Safety and Standards in the collection of airport data.
- c. Work with the Office of the Chief Counsel in the periodic review of special use airspace rulemaking issuances for the purpose of maintaining uniformity of FAA policies and criteria.
- d. Work with the Office of Air Traffic Program Management on identifying training needs to support operational air traffic programs.

e. Work with the Director, Air Traffic Plans and Requirements Service, to identify any programs requiring resources in the F&E or RE&D appropriations.

97-6. OFFICE OF THE DIRECTOR. Under executive direction of the Associate Administrator for Air Traffic, the Director of Air Traffic System Management:

a. Exercises line authority for day-to-day operation of the air traffic control system.

b. Provides assistance to the Administrator and other key officials of the agency on matters pertaining to air traffic system management.

c. Advises and assists the Administrator by providing justifications in support of budget estimate, the administration of executive decisions, the development and

maintenance of productive relationships with the public, the aviation community, and other Government agencies.

d. Provides leadership and direction in the planning, management, and control of office activities.

e. Provides for the development and coordination, and is accountable to the associate administrator for the adequacy of FAA:

(1) Policies, standards, systems, and procedures.

(2) Public rules, regulations, and standards.

(3) Program plans issued by or on the behalf of the Administrator.

f. Provides for effective program performance and ensures adequacy of followup to secure correction of deficiencies.

